横須賀基地空席広報		広報番号: Announcement No.	CNFJ-N10-002-15	
VACANCY ANNOUNCEMENT		募集締切日: Closing Date	13 Oct 15	
		発行日: Date of Issue	30 Sep 15	
1.職種名 Job title (等級 Grade <u>6</u> /語学等級 LD <u>3</u>)	募集人数 No. of Recruitment	4.募集範囲 Area o I. 図 現 MLC/IH	[A 従業員(部隊内)	
Management Analyst, #119 (管理分析職)		Current MLC/IHA Em	IA 従業員(通勤圏内) ployee in commuting distance	
Acceptable trainee level (採用可能見習い等級): 1-5 事務系	1名		A 従業員(全在日米軍) Employee Japan Wide Base Applicant	
Administrative Blue Collar Trade Security Medical 2.部隊 Activity		77 67 67 6	ase rapproduct	
Commander U.S. Naval Forces, Japan Total Force Manpower and Personnel Office (N1) Foreign Labor Office (N10)		5.雇用の種類 Type of Employment ☑ MLC □ IHA □ HPT		
勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka 3.勤務時間 Work Schedule (週 40 時間制 hrww)		☑ 常用 Permaner		
勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45 □ 夜勤 Night Shift ☑ 残業 Overtime ☑ 出張 Business Trav	I	Term (
6.職務内容 Duties See attached Task List.				
See attached Task List.				
7. 各枚 西州 / 自. 大冬州 Ovel: Continue (Physical Degrigaments)				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's degree in a related field may qualify him/her at 1-6 level.				
b. Knowledge of policies, regulations, and procedures pertaining to MLC/IHA personnel management and knowledge of Japanese labor regulations, laws, etc.				
c. Knowledge and ability to gather, research, and analyze data and/or information to evaluate position management legitimacy. d. Advanced skill in operating computer application Microsoft Access, and skill in operating other computer applications such as Excel, PowerPoint, Word, Adobe Acrobat, etc.				
e. Ability to monitor and analyze labor budget execution, reconcile and correct labor cost computations, and exercise cost analysis techniques relative to GOJ Labor Cost Sharing.				
f. Ability to develop and maintain an MS Access database and to analyze personnel and wage data. g. Ability to simultaneously interpret and translate oral or written statements including technical nature from English into Japanese or vice versa.				
h. Ability to speak, read and write English at fluent proficiency level (LD-3). i. Ability to speak, read and write Japanese at native language level.				
* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.				
1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field may qualify him/her at 1-5 level.				
* Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate 図上級 Advanced □特段の能力 Exceptional				
学歴 Educational Background: 7/8 欄参照 See				

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8.提出するもの Application and Associated Documents	職務状況		
8. 乗山 9 るもの Application and Associated Documents	Working Condition		
* 空席応募用紙 Application for Vacancy Announcement	Condition		
* 専門職務経歴書 Resume of Specialized Work Experience			
*の記入は Complete * in □ 日本語で Japanese ⊠ 英語で English □ どちらでも Either			
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』			
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"			
□ 運転免許証の写し Copy of Driver's License			
□ 修了証/証明書の写し Copy of Certificate			
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)			
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)			
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)			
図 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy			
9. 応募書類提出先 Office to Submit			
グ・心分音及icu元 Office to Stipling			
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上	記必要提出物を		
お間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application doc			
different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit requirements	uired application		
documents to the right office. Applications must be received by the closing date of the Vacancy Anno	ouncement.		
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(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)か			
無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current ML	C/IHA		
employees" only, Off Base Applicants will be rated ineligible.			
1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)):			
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Ba	se):		
〒238-0001 〒238-0001			
神奈川県横須賀市泊町1番地 1 Banchi Tomari-cho, Yokosuka			
PSC 473 BOX 22 CNRJ HRO N132 PSC 473 BOX 22 CNRJ HRO N132			
内線/Extension 243-8152			
米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置			
大海軍侵険員委地正門在宇間事務所「順、日本八至席広報掲示板の下の室に内部心券省用の「空席心券提出相」が設置 してあります。 毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。			
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is			
installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1 st fl.) in the office located on the left			
side of the main gate to the Yokosuka Navy Base.			
2. 外部応募者(非従業員)提出先: Off Base Applicants must submit to:			
〒238-0011 〒238-0011			
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka			
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA			
管理第一係 Management #1 Section			
電話番号 Phone 046-828-6959			
受付時間:月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of			
employment.	on conditions of		
. 1 -5			
10. 事務処理欄 For Official Use			
募集部隊担当 Activity POC: CNRJ Manpower Management Office (N11) 軍電 (DSN) 243-3158			
PILNO · LINE I-NIU-IIII PILIC accurate and current Leritied by Activity, by (9/7/1/15)	RO: (rcvd: 9/24)		

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Management Analyst Task List

General:

Serves as assistant to the Foreign Labor Officer (FLO) and the FLO staff in providing technical and analytical support such as study, research, analysis, coordination, generating reports, etc. that are related to various labor matters handled by FLO.

Major Duties and Responsibilities:

- 1. Assists the Foreign Labor Officer and MLC Labor Economist in the study, research, analysis, etc. of complex labor issues, and advises on updates to the Japan Labor Law, U.S. safety and medical regulations, etc. applicable to all MLC/IHA positions/employees hired by Navy serviced commands throughout Japan. Assists in conducting position management studies and analyses of the impacts of activity-proposed labor actions and problems, to research and recommend solutions or improvements to the Foreign Labor Officer/MLC Labor Economist. (25%)
- 2. Advises the Procedures and Compensation Panel (PCP) representative on less-complex MLC/IHA personnel programs such as the Incentive Awards and Uniform and Protective Clothing programs. Advises on Incentive Awards policies and administrative procedures. Coordinates necessary changes to the programs with HRO and/or Navy-serviced commands involved. Also takes responsibilities to coordinate with other service components on establishment of new and revised USFJ forms for MLC/IHA employees. (10%)
- 3. Assists the senior MLC Management Analyst in charge of Navy's \$450 million/year Labor Cost Sharing (LCS) allocation, shortfall calculation, and end of-year reconciliation calculation. Ensures accuracy of Government of Japan (GOJ)'s Quarterly LCS Budget Execution Report generated by MOD, which includes total wages and retirement costs for Navy and Navy-serviced DoD and non-DoD activities. Reviews such GOJ reports for errors and seeks out accurate information from the IAA database system and supplemental reports in order to make recommendations for necessary corrections to be made. The incumbent independently establishes the JN labor cost database and monitors the LCS expenditures (by basic items and different allowances paid to employees) among the activities serviced by Navy; and provides cost analyses as necessary. (35%)
- 4. Serves as interpreter to the Foreign Labor Officer at discussions, meetings, conferences, receptions and other events that periodically take place with Government of Japan officials such as Regional Defense Bureau (RDB), Regional Defense Office (RDO), or Independent Administrative Agency Labor Management Organizations, etc. Translates various labor/legal documents as necessary, such as court documents, Japanese or US laws, technical instructions, manuals, etc. between Japanese and English using specialized subject matter terminology. Translated product is normally reviewed and fine-tuned by the SME in the office for anything that is released for official use. (15%)
- 5. Designs the MS Access database to maintain the MLC/IHA personnel data provided by IAA in an accurate and timely manner, which requires advanced skill and knowledge of the software. Prepares documents associated with personnel data submitted to GOJ components that are required when such movement takes place as functional transfer, organization name/code change, regionalization, etc. (10%)
- 6. Performs other related or incidental duties as assigned. (5%)